



## TRANSCRIPTS AND CERTIFICATES IN JOB APPLICATIONS

Sometimes qualified, otherwise eligible jobseekers are eliminated from consideration simply because they did not include the transcripts need by Human Resources in order to make a qualification determination based on OPM's qualification standards. Human Resource Specialists are not allowed to make assumptions such as, if you have a Master's Degree then you also have a Bachelor's Degree—they have to have a copy of the transcripts to be sure. You may have much more education than is required to meet the minimum qualification requirement (definitely include that information in your resume for the selecting officials), but in most cases an education requirement is satisfied with education earned at a baccalaureate level.

— **DOES THIS OCCUPATION REQUIRE A DEGREE OR HAVE A SPECIFIC EDUCATION REQUIREMENT?**

If this position has a degree or education requirement you are **required** to submit a copy of your transcript. If you claim qualifications based on education and/or the position has a positive education requirement and you do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." Education must be accredited by an accrediting institution recognized by the U.S. Department of Education for it to be credited towards qualifications. Therefore, provide only the transcripts from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Check accreditation status at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified. If selected, you will need to provide an official/sealed transcript prior to appointment.

— **ARE YOU TRYING TO QUALIFY FOR THIS JOB BASED ON YOUR EDUCATION ALONE, OR A COMBINATION OF YOUR EDUCATION AND YOUR EXPERIENCE?**

You are **required** to submit a copy of your transcript. If you claim qualifications based on education and/or the position has a positive education requirement and you do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." Education must be accredited by an accrediting institution recognized by the U.S. Department of Education for it to be considered in qualification determinations.

— **IS YOUR QUALIFYING EDUCATION FROM A FOREIGN INSTITUTION?**

If your qualifying education was earned at a foreign institution, it must be evaluated for U.S. equivalency in order to be considered for a position. You are **required** to submit documentation from a private U.S. organization that specializes in the interpretation of foreign education credentials (credentialing evaluation service).

For additional information , see <a href="#">Foreign Education</a>
--

— **DOES THIS POSITION REQUIRE A JOB-RELATED LICENSE OR A CERTIFICATE?**

Please follow the announcement instructions for identifying or including a copy of your license or certificate in your application.